

**APPLICATION FOR LARGE EVENT
COUNTY PROPERTY SPECIAL EVENTS PERMIT**

COMPLETE THE FOLLOWING AND

MAIL TO:

County of Orange
County Property Permits
P.O. Box 4048
Santa Ana, CA 92702-4048

-OR-

DELIVER TO:

County of Orange
County Property Permits
300 North Flower Street
Room 122, Station No. 6
Santa Ana, CA 92703-5001
Hours: 8 a.m. to 3:30 p.m.

Attention: Frank Hagerman, Telephone Number: (714) 834-5238
FAX Number: (714) 835-7425

A MINIMUM OF 60 CALENDAR DAYS IS REQUIRED FOR PROCESSING

INFORMATION REQUIRED:

1. Submit a letter of request which includes the following:
 - A. Applicant's name, address and daytime telephone number.
 - B. Contact person (individual) and daytime telephone number.
 - C. Name of facility involved and specific locations within facility.
 - D. Type and detailed description of activity (i.e., group gathering, foot race, concert, bike race, festival).
 - E. Number of participants and spectators expected.
 - F. Number and type of vehicles, if applicable.
 - G. Date(s) and arrival/departure time(s).
 - H. Provisions for security, first-aid, sanitary facilities, waste receptacles, bleachers, parking control, traffic control, etc.
 - I. Filing Fee of \$55.00 for each separate date or event. This fee is nonrefundable; however, it will be applied to balance of fees required by Resolution 94-300.
 - J. Certificate of insurance for public liability and property damage.
 - K. Six (6) sets of plans and traffic control plans (if applicable), copy of registration forms, advertisement fliers, and programs, if applicable.
 - L. Identify any media that may cover event.
 - M. Copy of previous year's permit, if applicable.
 - N. Names of other agencies, cities or districts who also have been contacted by permittee.

Upon receipt of the above, County Property Permits will coordinate review of your application package and advise you of fees, surety deposit, insurance and other items required prior to permit issuance.